

Resume Tune-Up: Transferable Skills Organizer

Job

Housekeeping

1. Daily Tasks

Write down what you did daily at your job.

- Clean and use cleaning equipment
- Follow procedure / safety rules to clean and remove waste



3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

- Ability to use and maintain equipment and supplies
- Assess situation to choose best tools, cleaners, or equipment
- Uses good judgment to follow safety procedures

2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

- Move supplies to storage areas around building



- Transports materials between locations based on assessment of need

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Job

Stocker

1. Daily Tasks

Write down what you did daily at your job.

- Stocks shelves
- Cleaning
- Takes inventory of products and supplies



2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

- Helps train new workers



3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

- Moves product between multiple locations safely
- Lifting and carrying items
- Assesses situation to choose appropriate tools, according to safety procedures
- Able to organize items
- Evaluates needs of store and customers
- Tracks product quality
- Provides appropriate feedback to new employees
- Ability to model and explain procedures to new hires

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Job

Warehouse

1. Daily Tasks

Write down what you did daily at your job.

- Forklift Operation
- Picking and packing orders
- Loading and unloading trucks



2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

- Completes inventory tasks for stock



3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

- Ability to use and maintain mechanical equipment
- Monitors performance of equipment during use
- Able to follow detailed instructions
- Navigates workspace layout to locate needed products
- Lifting and carrying items
- Moves product between multiple locations safely
- Lifting and carrying items
- Ability to plan projects
- Communicates decisions to others
- Coordinates tasks with team members to meet project goals

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Job

Landscaping

1. Daily Tasks

Write down what you did daily at your job.

- Using hand/power tools to mow, trim, and rake
- Travels to changing worksites daily

3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

- Ability to use and maintain equipment
- Monitors performance of equipment/tools
- Fine motor control
- Accurately locates worksites
- Manages time to ensure punctual arrival

2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

- Sometimes asked to choose materials / schedule for project

- Ability to plan projects
- Communicates decisions to others
- Coordinates tasks with team members to meet project goals

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Job

Food Service

1. Daily Tasks

Write down what you did daily at your job.

- Take orders
- Prepare orders
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- Operate cash register
- Follows food safety regulations

3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

- Interacts positively with customers/provides quality customer service
- Follows directions to provide custom product
- Collects and accurately counts money
- Memorizes and follows safety requirements

2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

- Reports needed equipment repairs to management

- Monitors performance of equipment and recognizes problems
- Communicates problems to management promptly